Substance Abuse and Crime Prevention Act SACPA Reporting Information System

User Manual

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Part One: Introduction

About this Application

The Substance Abuse and Crime Prevention Act of 2000 Reporting Information System (SRIS) is a web application developed by the Department of Alcohol and Drug Programs (ADP) for California counties to submit and update SACPA County Plan, expenditure information, Annual Financial Status Report and Substance Abuse Treatment and Testing Accountability Program (SATTA SB 223). ADP's Office of Criminal Justice Collaboration uses this information to authorize the release of annual allocations to counties, and to track and report progress.

The major data entry components of the SRIS are:
- County Plan Entity Information
  - Service/Activity Information
  - Capacity Projections
  - Client Projections
  - Questions
- Plan Description
- Financial Status Reports
- Expenditure Report
  - Entity Information
  - Service/Activity Information
- Counts
  - Other Services Client
  - Case Management Client
  - Other Services Wait List

The SRIS application also contains a reporting function that allows you to view and print the County Plan, Expenditure Report, Other Services Counts, and Annual Financial Status Report information entered in the system.

About this Document

This document is designed to assist you in creating and tracking multiple working drafts of your county's plan, expenditures, and various client counts. A "status notation" on each version of the plan indicates its stage in the County Plan development, approval and allocation process.

This document is a user reference manual that is intended to help you enter data into the SRIS. Each process is illustrated in a step-by-step format and includes screen shots of the web pages you will be working with. Each screen shot is labeled with a figure number corresponding to the instructions.

> **Note:**
> *The pointing-hand icon in each screen shot will guide you through each process.*

Accessing the SRIS	The SRIS is available through the Internet, and you can access the application through the ADP and SACPA websites. ADP recommends that you access the SRIS application through the SACPA home page:

SACPA Home Page: http://www.adp.ca.gov/SACPA/prop36.shtml

You will find important notices regarding any changes or updates to the system on that page. The SRIS can also be accessed through the ADP home page at http://www.adp.ca.gov.

Getting Help	Contact ADP's Automation Help Desk if you have questions or problems related to the SRIS. The Help Desk is available Monday through Friday from 8:00 a.m. to 5:00 p.m.

Automation Help Desk
1-877-517-3329

Obtaining User Name and Password	You will need to get a user name and password from ADP in order to log on to the SRIS for the first time. You may obtain a user name and password by accessing form ADP 100098. Form ADP 100098 and filing instructions are located in Appendix A. If you forget your password, call the Automation Help Desk (1-877-517-3329) and your password will be emailed to you.

> **Note:**
> *As a security measure, passwords are set to expire after 90 days. If it has been 90 days or more since you obtained your password, you should expect to change to a new password.*

Logging on to the SRIS	Use your User Name and Password to log on to the SRIS. If this is the first time you have accessed SRIS and are using a password provided by ADP, you will need to change your password to one you select yourself once you log on. This requirement ensures that your password remains private.

> **Note:**
> *If you are accessing the SRIS from the SACPA home page, at www.adp.ca.gov/SACPA/prop36.shtml, you may skip ahead to step 4.*

To log on to the SRIS, complete the following steps:

1. Open Internet Explorer or Netscape Navigator.

2. Enter the address: http://www.adp.ca.gov and press **ENTER**. The ADP home page will be displayed.
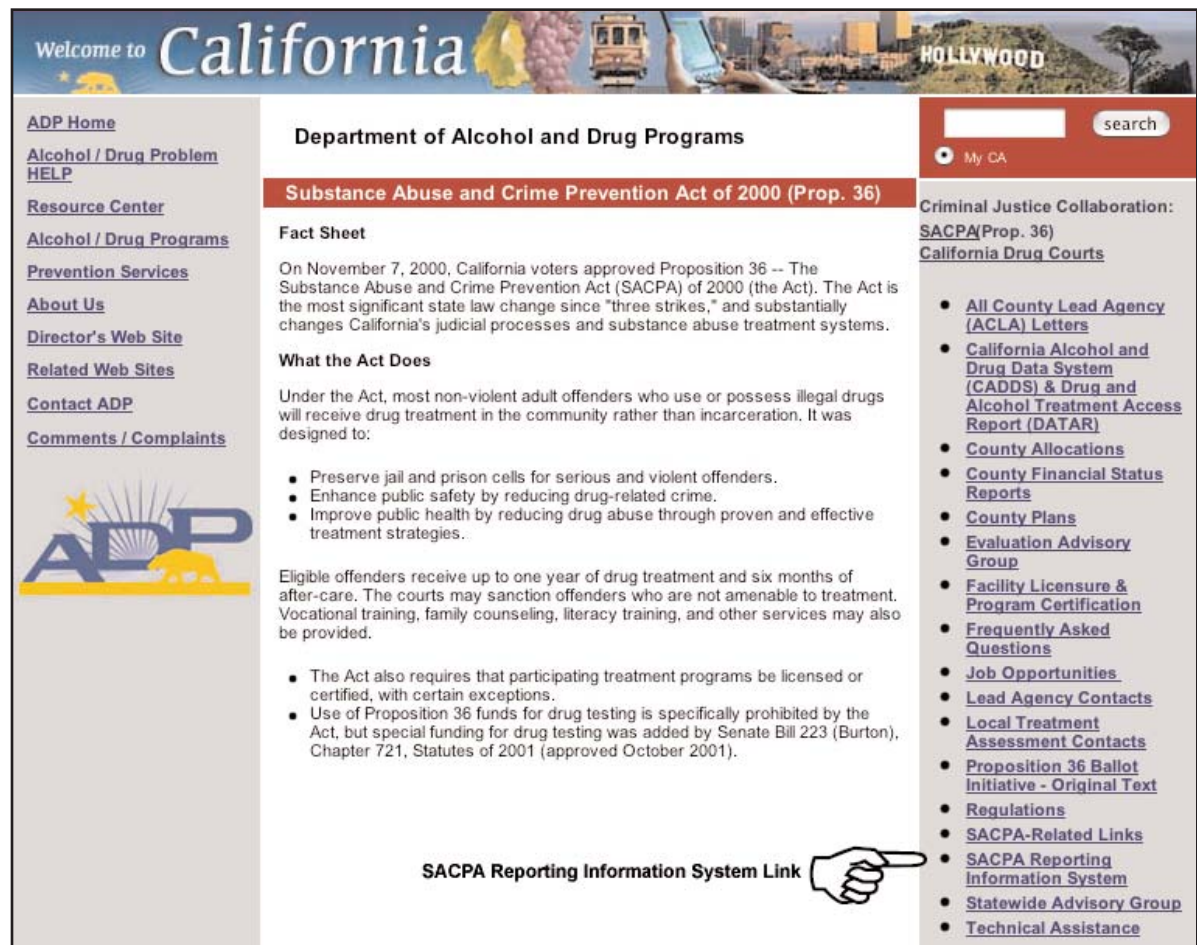
3. Click the Prop 36 Substance Abuse and Crime Prevention Act link on the ADP home page. Figure 1.1 is the Prop 36 SACPA link.

Figure 1.1: ADP Home Page

4. Click the SRIS link on the menu list at the right side of the page. Figure 1.2 is the Substance Abuse and Crime Prevention Act (SACPA) home page and SRIS link.

Figure 1.2: SACPA home Page with SRIS link.

5. The SRIS page will be displayed. At this point, you may either practice using the application, or actually enter data. Figure 1.3 is the SRIS page with Access Links. On the SRIS page, you may either click **Testing/Training System** or **Input/Review County Data**.

Practice	Click on **Testing/Training System** when you want to practice using the application. Data entered in this environment cannot be submitted to ADP and will not affect actual data.
Enter Data	Click on **Input/Review County Data** when you want to enter information.

Figure 1.3: SRIS Page with Access Links.

6. After clicking one of the two applications, enter your User Name and Password and click **OK**. The Welcome to the SRIS page will be displayed.

7. Re-enter your Password. Click the **SUBMIT** button. Figure 1.4 is the Password Re-confirmation page.

**Figure 1.4:
Password
Reconfirmation
Page.**

8. The Fiscal Year Selection page is now displayed. See Figure 1.5. You can begin using the SRIS from this page by clicking on the appropriate fiscal year.

**Figure 1.5:
Fiscal Year
Selection page.**

Changing Your Password

The first time you log on to the SRIS, you will use the password assigned to you by ADP. For security purposes, once you are logged on, the system will prompt you to change your password. After 90 days, you will be required to change your password using the Change Password link on the SRIS navigation bar. Follow these steps to change your password:

1. Click Change Password link on the navigation bar located on the left side of the page. The Internet Service Manager page will appear with your User Name in the **User Name** field. Figure 1.6 is the Internet Service Manager page.

Figure 1.6: Internet Service Manager Page.

2. Type your current password in the **Old Password** field.

3. Type your new password in **New Password** field.

> **Note:**
> *Passwords:*
>   • *Must be at least six characters long without spaces between characters*
>   • *Are case-sensitive*
>   • *Cannot be used more than once*

4. Re-type your new password in the **Confirm New Password** field.

5. Click **OK**, and the Password Re-confirmation page will be displayed. See figure 1.7.

Figure 1.7:
Password
Re-confirmation
page.

6. Click **SUBMIT**. If your password is successfully updated, the message, "Password successfully changed" will be displayed. If this message is not displayed, you must repeat steps 1-5 until the update is complete. Consult the troubleshooting guide below to determine why your new password was not accepted.

Error Message	Problem
"The specified network password is not correct."	Old password was not entered correctly.
"Passwords don't match."	New password not entered correctly when confirming.
"Either the password is too short or password uniqueness restrictions have not been met."	New Password has fewer than six characters or has been used more than once.

7. Once you have successfully changed your password, click the Back to Application link. The Welcome to the SRIS page will be re-displayed.

8. Enter your password and click the **SUBMIT** button. You will be able to continue work in the application. The next time you log on, you must use your new password.

Logging Out of the SRIS

When you have finished entering data into the SRIS, and saved your work, you will need to log out of the application. To log out, close Internet Explorer or Netscape Navigator by clicking the X in the upper right corner of your screen, or selecting FILE, and then CLOSE from the drop-down menu on your browser at the top of your computer screen.

Commonly Used Features

Several key features and buttons are used consistently throughout the SRIS. These features are described below, and a list of additional hints has been included. Figure 1.8 shows a screen shot, which provides examples of the features defined below.

Navigation Bar

> The navigation bar is the gray panel visible at the top left side of your browser window while you are in the SRIS. Click any link in the navigation bar to open the corresponding page.

Save Button

> The **SAVE** button located at the bottom of the data entry pages allows you to retain your entered data. If an error exists in the data, the system will reject it and issue an error message. You must correct the error and save again before you leave SRIS or your work will not be stored.

Reset Button

> The Re-set button allows you to clear information that you have entered but not yet saved. Once you click Re-set, you will see the last saved version of the data. Re-set is located at the bottom of data entry pages.

Cancel Button

> The Cancel button is located at the bottom of data entry pages. Once you click the Cancel button, the task you are working on will be aborted and information will not be saved.

Text/Numeric Fields

> Text fields allow any combination of letters and numbers, but numeric fields allow numbers only. A text or numeric field is represented as a white box on the page.

List Fields

> List Fields contain pre-defined choices. You are limited to only those choices provided in the list, and you cannot type new entries.

To select an entry from the list:
Use the mouse to scroll and click the selected entry
Use the UP and DOWN arrows on your keyboard and click the value you want displayed.

Radio Button

> A radio button is a blank circle located next to an option. To mark a radio button, click in the circle.

Prior Page Link

> This link will take you back to the prior page.

**Figure 1.8:
General
Functions of the
SRIS.**

User Hints

• Remember your password. You will need it each time you log on to the system. If it has been 90 days or more since you have changed your password, you must select a new password before you may access the system (see instructions on page 6).

• Save your work frequently, unsaved information may be lost.

• Click in the desired field with your mouse, or use the TAB key on your keyboard to move from one field to another.

• Enter dollar amounts to the nearest dollar. Do not enter amounts using decimals (cents).

• Use the navigation bar and buttons within the SRIS to move from one page to another within the application. Do not use the Back and Forward buttons on your browser menu.

• If you are logged on to the SRIS and significant time has elapsed without any activity, the application will require you to re-enter your password on the SACPA Welcome page.

• The SRIS is best viewed at 1024 x 768 pixel resolution. This is optional. Please consult your system administrator with questions regarding your display.